

# BROKER RENEWAL APPLICATION

RE 208A (Rev. 4/01)

*Read instructions on pages 3–4.***To Avoid Penalty** — RENEW ON OR BEFORE CURRENT LICENSE EXPIRATION DATE.1. **RENEWAL STATUS** (CHECK ONE BOX. SEE PAGES 3 AND 4 FOR ON-TIME AND LATE INFORMATION.)
☐ **On Time**  
(on or before expiration date)

☐ **Late**  
(after expiration date)

Refer to Examination &amp; Licensing Fees (RE 206) for current fees.

2. IDENTIFICATION NUMBER

**LICENSE CHANGES** — Changes indicated will be effective the date the application is received by DRE, if this application is filed before the current license expiration date.☐ Change of Personal Name☐ Add/Cancel Fictitious Business Name☐ Change of Mailing Address☐ Change of Main Office Address3. WITHIN THE PAST FOUR YEAR PERIOD, HAVE YOU BEEN CONVICTED OF ANY VIOLATION OF LAW? **CONVICTIONS EXPUNGED UNDER PENAL****CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY ONLY OMIT MINOR TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A****MISDEMEANOR OR FELONY OFFENSE.** .....☐ YES ☐ NO

IF YES, COMPLETE ITEMS 22–23 ON PAGE 3.

4. DO YOU RESIDE IN CALIFORNIA? .....

☐ YES ☐ NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 234) MUST BE ON FILE WITH DRE.

5. ON RENEWAL DATE, WILL YOU BE ENGAGED IN REAL ESTATE ACTIVITIES FOR WHICH A CALIFORNIA REAL ESTATE LICENSE IS REQUIRED? .

☐ YES ☐ NO

6. CHECK "NO MAILINGS" BOX IF YOU DO NOT WANT YOUR NAME AND ADDRESS TO BE INCLUDED ON MAILING LISTS. ....

☐ NO MAILINGS

7. NAME – LAST

FIRST

MIDDLE

8. **NEW PERSONAL NAME** (SEE PAGE 3) – LAST

FIRST

MIDDLE

9. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

10. SOCIAL SECURITY NO. (YOUR SSN IS MANDATORY; REFER TO PRIVACY NOTICE.)

11. BIRTH DATE (MONTH/DAY/YEAR)

12. MAIN OFFICE ADDRESS – STREET ADDRESS

CITY

STATE

**CA**

ZIP CODE

13. FICTITIOUS BUSINESS NAME – PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK (ENTER ONE NAME PER LINE; CHECK THE APPROPRIATE BOX)

☐ ADD OR☐ CANCEL

ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

☐ ADD OR☐ CANCEL

ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

☐ ADD OR☐ CANCEL**FOR OFFICE USE ONLY**

PROCESSOR NUMBER AND DATE PROCESSED

LICENSE EFFECTIVE DATE

LICENSE EXPIRATION DATE

COMMENTS

VIOLATIONS

- 14a. Do you operate your own business? ..... ☐ YES ☐ NO
- 14b. Do you work for another broker? ..... ☐ YES ☐ NO
- 
15. Did you conduct in-house escrows with respect to your licensed real estate activities? ..... ☐ YES ☐ NO  
 If YES, how many in the last 12 months? ..... \_\_\_\_\_ (# of escrows) (920)
- 
- 16a. Did you, for compensation in the past 12 months, make or arrange loans secured by real property or sell existing notes secured by deeds of trust? .... ☐ YES ☐ NO
- 16b. If YES, in the past 12 months:
- 1) How many loans were made or arranged? ..... \_\_\_\_\_ (# of loans) (921)  
 Estimated dollar amount ..... \$ \_\_\_\_\_
- 2) How many notes were sold? ..... \_\_\_\_\_ (# of notes) (922)  
 Estimated dollar amount ..... \$ \_\_\_\_\_
- 16c. The source of funds for loans made or arranged were (check all appropriate boxes): ..... ☐ Private investors (923)  
☐ Depository institutions or their subsidiaries (924)  
☐ Finance lenders (925)  
☐ Mortgage bankers/brokers (926)  
☐ Other: \_\_\_\_\_ (927)
- 16d. Existing notes were sold to (check all appropriate boxes): ..... ☐ Private investors (928)  
☐ FNMA, FHLMC and GNMA (929)  
☐ Depository institutions or their subsidiaries (930)  
☐ Finance lenders (931)  
☐ Mortgage bankers/brokers (932)  
☐ Other: \_\_\_\_\_ (933)
- 
- 17a. Did you, for compensation in the past 12 months, collect loan payments from borrowers for lenders/note owners or on behalf of obligors of promissory notes? ..... ☐ YES ☐ NO
- 17b. If YES, the estimated dollar volume collected in the past 12 months:
- 1) for lenders or note owners was ..... \$ \_\_\_\_\_ (934)  
 2) on behalf of obligors was ..... \$ \_\_\_\_\_ (935)
- 
- 18a. During the past 12 months did you engage in property management? ..... ☐ YES ☐ NO  
 If YES:
- 1) How many units were managed? ..... \_\_\_\_\_ (# of units) (936)  
 2) What was the dollar amount in rent or lease payments collected? ..... \$ \_\_\_\_\_ (937)

19. BUSINESS PHONE NUMBER (INCLUDE AREA CODE)

20. RESIDENCE PHONE NUMBER (INCLUDE AREA CODE)

**BROKER CERTIFICATION**

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Department of Real Estate cannot refund the fees remitted with this application.

I hereby grant to the Real Estate Commis-

sioner of the State of California and her authorized Department of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when I held such a real estate license. I

understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in her statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation.

21. SIGNATURE OF APPLICANT

DATE

&gt;&gt;&gt;

**NOTE:** Attach this sheet to renewal application before mailing/delivering to DRE.

BROKER IDENTIFICATION NO.

### CONVICTION DETAILS

"Convicted" as used in Item 3 includes a verdict of guilty by judge or jury, a plea of guilty or of nolo contendere, or a forfeiture of bail in municipal, superior, or federal court. All convictions must be disclosed whether or not the plea or verdict was set aside, the conviction against you was dismissed or expunged, including expungements per Section 1203.4 of the Penal Code, or if you have been pardoned.

#### 22. DETAILED EXPLANATION OF ITEM 3.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, A DETAILED EXPLANATION MAY SUFFICE. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

\* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.)

\*\* CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.)

\*\*\* DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM, etc.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	***DISPOSITION	CASE NUMBER
<b>Example:</b> U.S. District Court, Eastern Dist. of California 456 Main St., Sac	Federal Bureau of Investigation 123 Main St., Sac	2/20/91	1014	18 U.S. Code	3 years probation and \$20,000 fine	S-91-012- LMO
22A.						
22B.						
22C.						

22D. ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO.

23. SIGNATURE OF APPLICANT, IF ITEM 22 ABOVE IS COMPLETED

DATE

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### INSTRUCTIONS AND GENERAL INFORMATION

- ✓ Type or print clearly in black or blue ink (*do not use red*).
- ✓ **Complete items 1 through 23.**
- ✓ Acronyms or form numbers used in the following instructions:
 

B&P	Business & Professions Code
RE 203	Branch Office Application
RE 205	State Public Benefits Statement
RE 208	Broker Renewal Application
RE 251	Continuing Education Course Verification
- ✓ Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
- ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- ✓ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any pre-printed information and are using the latest version of the form.

**Change of Personal Name** — Enter complete new name. Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.). Sign this application with your new name.

**Fictitious Business Name (DBA)** — To cancel enter the complete name on line 13 and check the cancel box. To add enter the complete name on line 13; check the add box, and submit a certified copy of the Fictitious Business Name Statement as filed with the County Clerk in the county where your main office is located.

- Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our web site (<http://www.dre.ca.gov>) to determine if the name is already in use by another broker.
- Proof of Publication filed with county clerk is acceptable
- Legible photocopies are acceptable.
- Do not list your broker's DBA, if you are working as a broker-salesperson.

**Branch Office** — Complete RE 203 to *add* new offices or to *cancel* existing offices.

**On-Time Renewal** — RE 205 (*see Proof of Legal Presence*), 208, 251, and appropriate fee must be submitted to DRE on or before the expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should receive their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. **Pursuant to Section 10156.2 of the B&P Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Department.** Such notices sent by the Department will take effect five days after the date they are mailed.

**Late Renewal** — All broker licensees are allowed two years beyond the license expiration date to renew on a late basis. RE 205 (*see Proof of Legal Presence*), 208, 251, and appropriate fee must be received by DRE within two years of the expiration date. **While the license is expired no activities requiring a license may be performed.** A late renewal will not be effective until all requirements have been met, received and processed DRE. **Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.**

Upon license expiration date all branches, DBA's and employees will be terminated. Proper documentation will be required to reinstate them.

Late renewals will be subject to all education and fee requirements effective at the time of license application.

**Continuing Education (CE)** — Licensees must complete 45 hours of approved continuing education courses, seminars, or conferences within the four year period immediately prior to their license renewal. The specific continuing education course requirements are listed on the Continuing Education Course Verification form (RE 251). Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

**Note:** Continuing education course credit expires four years from the course completion date.

**DO NOT SUBMIT COURSE COMPLETION CERTIFICATES.**

**Exemption from CE** — Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.)

## FEES & MAILING INFORMATION

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of timely submittal.

**Fees** — Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per Business & Professions Code 10207.

**Acceptable Payment Methods** — Cashiers' check, money order, check or credit card (MasterCard or Visa)

- Make check or money order payable to:  
**Department of Real Estate**
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

**Mail To** — Department of Real Estate, P.O. Box 187004, Sacramento, CA 95818-7004

**Proof of Legal Presence** — Effective August 1, 1998, all real estate salesperson, broker, officer, and mineral, oil and gas broker licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions and information.

If you have submitted proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

## NOTICE OF APPEAL PROCESS

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application. This notice applies to real estate broker, and mineral, oil and gas broker renewal applications which are filed on a late basis only.

## PRIVACY NOTICE

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.*

Department of Real Estate	Managing Deputy Comm. IV
2201 Broadway	Licensing, Exam., & Education
Sacramento, CA 95818	Telephone: (916) 227-0931

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each real estate licensee to provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Regulatory Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).